Ms Rachel Humphreys

request-512828-6c1efa16@whatdotheyknow.com

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| cid:image001.jpg@01CEE790.38E9B3F0 | **HEADQUARTERS****Calton House****5 Redheughs Rigg****EDINBURGH** **EH12 9HW** |

Our Ref FOI HQ 18170

Dear Ms Humphreys 19th September 2018

Thank you for your request dated 24 August 2018 under the Freedom of Information (Scotland) Act 2002 (FOISA) for:

*I am seeking up to date data on the mechanism's by which Scottish Prison Officers are paid.*

*Could you please provide the pay scales for operational prison officers (Bands C to E) for 2017/18 for the entire of Scotland? (include Grampian Pay scale)*

*Would you be so kind as to provide literature detailing by what process officers move up the bands with this information? i.e. is there an annual movement up the band or is it dependent on performance reviews etc? Is there a pay policy document you can share?*

*Could you also, if possible ,provide details of any other pay structures that would influence an officer's take home pay e.g. Overtime pay etc.*

We have provided the pay scales for operational Prison Officers in pay bands C - E for 2017/18 in Annex A below. We have also included the current pay scales for 2018/2019, which have been effective since 1 April 2018, in Annex B below.

The rate of pay for Prison Officers is consistant across the SPS with the exception of Prison Officers on pay point 1 of the C Band pay scale based at HMP Grampian. The Grampian Market Supplement was introduced, due to market conditions, to ensure that total pay is at least £20,000 for Operations Officers based in HMP Grampian. The only current pay point in pay bands C – E which is under the £20,000 threshold is pay point 1 of the C Band pay scale which is currently £18,871. In order to take total pay to £20,000, Operations Officers get an annual allowance of £1,129. The Market Supplement payment of £1,129 is separate from substantive salary. It is pensionable and subject to tax and National Insurance deductions.

In response to your request for information detailing the process that prison officers move through the pay scales, we have attached the SPS Pay Policy (Effective 1 April 2018), which sets out this process. Section 11.4 details the pay arrangements for employees who are not at the maximum of the pay scales. It states that pay will "increase to the next Pay Point in their pay band at the new value as set by the Pay Outcome, provided they are not in receipt of a live formal warning issued under the Performance Improvement Policy".

Operations Officers can also work Ex-Gratia shifts. The details of Ex Gratia payments and the current rate of payment are set out in the attached Payment for Working Additional Hours Policy. Section 4.2 details the ex-gratia arrangements for Operations Officers and Section 7.1 details the rates of payment.

If you are unhappy with this response to your request, you may ask us to carry out an internal review, by writing to The Chief Executive, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW. Your request should explain why you wish a review to be carried out, and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

Yours sincerely

**Tom Fox**

**HEAD OF CORPORATE AFFAIRS**

**Annex A**

**Main Staff Group Pay Rates: 1 October 2017 to 31 March 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pay Band** | **Pay Point****1** | **2** | **3** | **4** |
| **B** | £16,711 | £18,321 |  |  |
| **C** | £18,321 | £19,753 | £21,528 | £22,692 |
| **D** | £22,878 | £25,018 | £27,243 | £29,472 |
| **E** | £27,254 | £29,877 | £32,501 | £35,122 |
| **F** | £33,437 | £36,325 | £39,210 | £42,099 |
| **G** | £41,472 | £44,165 | £46,858 | £49,556 |
| **H** | £51,334 | £54,087 | £56,841 | £59,598 |
| **I** | £63,410 | £66,246 | £69,084 | £71,926 |

**Annex B**

**Main Staff Group Pay Rates: 1 April 2018 – 31 March 2019**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pay Band** | **Pay Point****1** | **2** | **3** | **4** |
| **B** | £17,212 | £18,871 |  |  |
| **C** | £18,871 | £20,346 | £22,174 | £23,372 |
| **D** | £23,564 | £25,768 | £28,060 | £30,356 |
| **E** | £28,071 | £30,773 | £33,476 | £36,175 |
| **F** | £34,440 | £37,414 | £39,994 | £42,941 |
| **G** | £42,301 | £45,049 | £47,795 | £50,547 |
| **H** | £52,361 | £55,168 | £57,978 | £60,790 |
| **I** | £64,771 | £67,571 | £70,466 | £73,365 |